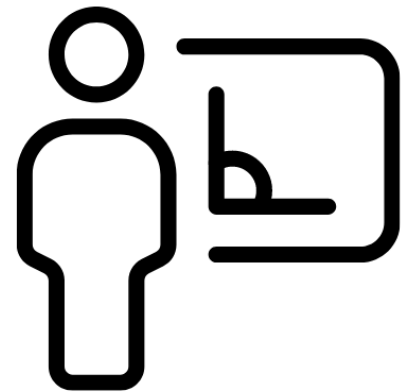


# Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



*Coming together is a beginning. Staying together is progress. Working together is success.*

**Henry Ford**

## Module Two: What is Collaborative Business Writing



Collaborative writing is often simply defined as a project or piece of work that is created by a multiple of people combined together. It has become especially useful in many companies that prefer employees to work together on a project or require a large assignment to be divided into smaller parts in order to be accomplished on time. After each employee has finished their share, a group leader or editor works to assemble the parts together to create a final work or project.

### Clarifying the Objective



Once a collaborative project has been created, it is important to clarify the objective and outline what needs to be completed. Some objectives will outline the necessary components that need to be completed, as well as address which employee should complete it. Collaborative writing can be tough to start, so it's best when members have some sort of shared goal and are aware of shared responsibility and accountability. Once the objective is established and the members know their role, they can benefit from the shared resources, authority and eventual rewards of working together.

Define the objective:

- What are we doing this project for?
- What do we hope to accomplish?
- What parts/aspects need to be addressed in the project?
- What processes should be done in the project?

<b>Estimated Time</b>	<b>7 minutes</b>
<b>Topic Objective</b>	Discussing the reasoning of clarifying a group objective.
<b>Topic Summary</b>	<b>Clarifying the Objective</b> Discuss the various methods used to clarify a collaborative objective and why it is important to the project's success.
<b>Materials Required</b>	<b>Flipchart/board and marker</b>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Discuss with the class the different components of a project. Ask the group how these components could be confused/mislead/complicated if the project's objective had not been clarified in the beginning. Write some of their answers on the board/flipchart.
<b>Stories to Share</b>	Share any personal or relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	What is the purpose of clarifying a collaborative project?

## Practical Writing Approaches



Collaborative business writing has become a great tool to better design group processes and procedures used in a company. Because of this, collaborative writing has become a practical writing approach that many companies have begun to adapt for their employees. In collaborative business environments, each employee is able to contribute to the project as a whole, while still being able to edit or revise work as needed. Many collaborative groups even allow for coworkers to make comments on or edit each other's work, allowing more views and ideas throughout the project. In addition, since the collaborative writing process can be done almost anywhere, it is easier for employees to include work from a variety of areas, such as from across the state, the nation or even the world.

Benefits:

- Improves collaborative processes
- Increase member communication
- Edit/peer review project segments
- Increase contributions from multiple parties

<b>Estimated Time</b>	<b>8 minutes</b>
<b>Topic Objective</b>	Discussing the benefits of collaborative writing
<b>Topic Summary</b>	<b>Practical Writing Approaches</b> Discuss the various practical writing approaches for collaborative writing.
<b>Materials Required</b>	<b>Flipchart/board and marker</b>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Since the class knows the general definition of collaborative writing, ask them to describe various situations where it can be considered a practical approach. Why or why not? Write some of these answers on the board.
<b>Stories to Share</b>	Share any personal relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	Why is collaborative writing considered a practical approach for businesses?

## Collaborative Writing Strategies



There is a number of different collaborative writing strategies that companies can use to fit the project they need completed. Some strategies rely on a small group of employees working on one piece at the same time. Other strategies involve multiple employees working on projects in individual roles to bring together later. Companies will choose a strategy to use based on a number of factors, including the size of the project, number of employees involved and what sort of deadline the project has.

Some examples of writing strategies that will be discussed later:

- Parallel construction
- Sequential writing
- Integrated writing

<b>Estimated Time</b>	<b>7 minutes</b>
<b>Topic Objective</b>	Review the various types of collaborative writing strategies.
<b>Topic Summary</b>	<b>Collaborative Writing Strategies</b>

	Discuss the purpose of different types of collaborative writing strategies
<b>Materials Required</b>	<b>Flipchart/board and marker</b>
<b>Planning Checklist</b>	Bring simple diagrams or flowcharts of the different types of writing strategies for the class to view.
<b>Recommended Activity</b>	Show the different flowcharts and diagrams of various types of collaborative writing strategies and discuss how they seem to function. Ask the class to name some sample projects or assignments in which different strategies would be best suitable. Write some of their examples on the board.
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	How are collaborative writing strategies helpful?

## Collaborative Writing Patterns



A collaborative pattern refers to the ‘pattern’ in which employees will work together to complete the project. These patterns can be used with a set collaborative strategy or they can be used as an independent tool. The collaborative pattern that is used will focus on what members of the team will complete what tasks and how the rest of the team will work to support the main goal. Different patterns require a single person to perform a task, such as creating an outline or editing peer submissions, while other patterns require a group of employees to work on one task together in order to complete it. The collaborative pattern of the team depends on a number of factors, such as the type of project at hand, how many members are available, and the individual talents of each team member.

### Common collaborative patterns:

- The team collectively plans and outlines the project, and each employee completes their own part and is later compiled together into a whole piece.
- One individual of the team plans and writes a project draft while the group later revises it
- The team plans and writes the draft as a group while one or more other members revise the draft without any additional input.
- One member will dictate various parts of the project while another member transcribes and edits a final draft.

<b>Estimated Time</b>	<b>10 minutes</b>
<b>Topic Objective</b>	Review different types and components of collaborative writing patterns
<b>Topic Summary</b>	<b>Collaborative Writing Patterns</b> Apply various types of collaborative writing patterns to sample projects
<b>Materials Required</b>	<a href="#">Worksheet 1-Collaborative Writing Patterns</a>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Complete the worksheet in groups of 3-4. Share group answers with the class.
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	How can a collaborative writing pattern change a project?

## Practical Illustration



Ginger has been assigned to write a proposal that provides ideas for ways of improving employee proficiency and has asked to include her department coworkers in the process. Ginger knew this would best be done if they collaborated on the writing portions. She hoped that if her coworkers worked together, it would generate ideas for the proposal and streamline the process of putting these ideas into words. Ginger used a writing strategy that involved having each employee work individually and then bring the pieces together.

Based on this pattern, she decided she could manage the outline of the project as well as edit the employee's work together to form the final proposal. This way, Ginger can get several different opinions from the department, but will be able to present them in an organized fashion to the management board.

## Module Two: Review Questions

1.) Establishing what can help clarify the objective of a collaborative project?

- a) A shared goal
- b) Salary ranges
- c) A designated work-space
- d) Parking spaces

It is important to clarify the objective of the collaborative project from the beginning. One way of accomplishing this is to establish a shared goal for the collaborative team.

2.) Which of the following is a question to ask when establishing an objective?

- a) What am I going to be paid for this?
- b) What hours will each employee need to work?
- c) What does this project hope to accomplish?
- d) What sort of timeline will we need to create?

When attempting to clarify an objective for a collaborative group, it is important to ask a series of questions to determine what the project is for. One common question is asking what the group/project wants to accomplish with this work.

3.) Which of the following is one benefit of utilizing a practical writing approach?

- a) Decrease employee down time
- b) Improve the group collaboration process
- c) Better determine the group's rate of efficiency
- d) Increased employee merit

One benefit of using collaborative writing as a practical approach is the ability to improve and construct the group collaboration process. In this approach, many companies are able to determine how they want to form collaboration groups and what processes/procedures would work best.

4.) What is one example of a practical writing approach of collaborative writing?

- a) Dividing employees into unrelated groups
- b) Enabling a communication tree only between certain employees
- c) Asking all employees to work in one area
- d) Enabling employees to peer-review their contributions

One example of using a practical approach to collaborative writing is allows for employees to peer review each other's contributions made to the group.

5.) What factors can affect what type of writing strategy is used in a project?

- a) The size of the project
- b) The number of employees on the team
- c) The deadline assigned to the project
- d) All of the above

The size of the project, the employees involved, and the deadline of the project are all factors that can affect what type of collaborative writing strategy is chosen for the project.

6.) Which of the following is not a type of writing strategies?

- a) Dimensional writing
- b) Sequential construction
- c) Parallel writing
- d) Integrated construction

Dimensional writing is not a type of collaborative writing strategy. Integrated, parallel and sequential are types of collaborative writing strategies.

7.) Collaborative writing patterns determine what in a project?

- a) What employees will be compensated for the project
- b) What type of tools the team will use
- c) What employees complete each task
- d) What office the project will need to be completed in

Collaborative writing patterns determine what tasks need to be completed and what employee, or employees, is assigned to complete them.

8.) Which of the following is a factor that can affect a collaborative writing pattern?

- a) The scheduled hours of each team member
- b) The individual talents of the team members
- c) The workspace provided
- d) The topic of the project at hand

Collaborative writing patterns focus on team members and the tasks involved. The individual talents of each team member can affect what type of writing pattern can be used for a project.



9.) Why is collaborative writing useful?

- a) Provides an opportunity to work together
- b) Boosts employee morale
- c) Incentives are created as rewards
- d) None of the above

It has become especially useful in many companies that prefer employees to **work together** on a project or require a large assignment to be divided into smaller parts in order to be accomplished on time.

10.) Once a collaborative project has been created, it is important to \_\_\_\_\_.

- a) Clarify objectives
- b) Outline tasks
- c) A and B
- d) None of the above

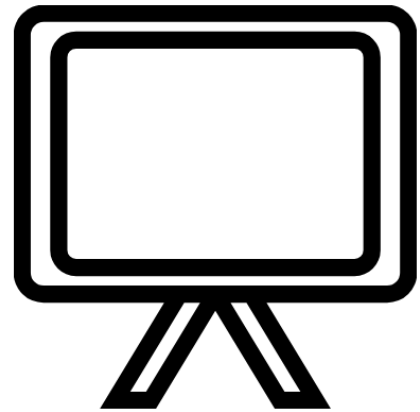
Once a collaborative project has been created, it is important to **clarify the objective** and **outline** what needs to be completed.

# PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.





“

*Coming together is a beginning. Staying together is progress. Working together is success.*

*Henry Ford*

## MODULE TWO

# What is Collaborative Business Writing?

Collaborative writing is a project that is created by multiple people working together.

It has become especially useful in many companies that require a large assignment to be divided into smaller parts.



## Clarifying the Objective

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Once a collaborative project has been created, it is important to clarify the objective and outline what needs to be completed.

## Practical Writing Approaches

---

- Improves collaborative processes
- Increase member communication





## Collaborative Writing Strategies

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- Parallel construction
- Sequential writing
- Integrated writing

## Collaborative Writing Patterns

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- One individual of the team plans and writes a project draft
- The team plans and writes the draft as a group



## Practical Illustration



- Clarifying the Objective
- Practical Writing Approaches
- Collaborative Writing Strategies
- Collaborative Writing Patterns

## Module Two: Review Questions

1. Establishing what can help clarify the objective of a collaborative project?

A. A shared goal

B. Salary ranges

C. A designated work space

D. Parking spaces

# Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



# Collaborative Business Writing

## Quick Reference Sheet



### Chief Editor Selection

The chief editor of the team is the person generally responsible for reviewing and editing all content submitted from other team members. Additionally, they must be able to organize all of this material into a presentable final draft, depending on what type of collaborative style the team has chosen. It is important for the chief editor to have good communication skills, since they will often need to communicate with team members about missing or impartial submissions, or the possibility of certain works needing revision.

Characteristics of a chief editor:

Knowledgeable of the project



Knowledgeable of correct grammar/spelling/context



Good communication skills with team members



Able to handle and organize numerous submissions from team members



### Characteristics of Team Members

Finally, one of the most important parts of the collaboration team is the members themselves. After all, the collaboration couldn't occur without someone to work with. Employees that want to work on collaboration teams must have certain characteristics and mannerisms in order to work well within the group. Team members should be willing to work with others and engage in meaningful communication with them. They must be willing to learn new tasks and assist other team members when there is slack, or lack of support. Effective team members are not only willing to share in the team's achievements, but also in their set backs and failures – knowing that everything they do is done as a team.

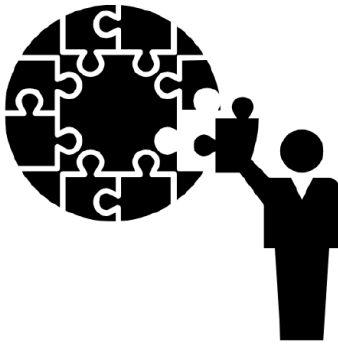
Characteristics of effective team members:

- Flexible in schedule and assignments
- Have realistic goals and expectations in the group
- Willing to learn
- Willing to participate in various group activities
- Able to assist team members if needed



## Implementing Enablers

Enablers are a business tool used by team leaders that allow group members to be equipped with the necessary information and 'know-how' to collaborate successfully with other team members, as well as 'enable' other team members to do the same. The theory of implementing enablers is that once one or more employees are enabled with the right information and structure to collaborate in the group, they will in turn spread it to other team members. Once every team member feels confident, they have the right information to contribute to the group, they will be able to collaborate more successfully. Enablers are a great tool for strengthening intergroup communication, improving problem solving skills in team members, and keeping teammates focused on the project by keeping everyone involved.



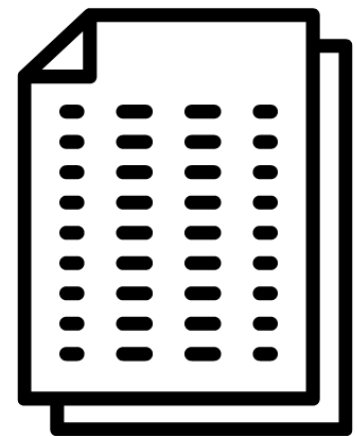
# Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



Sample Worksheet 1

# Collaborative Writing Patterns

Use the following scenario to determine a collaborative writing pattern by outlining the tasks that need to be completed and who will complete them.

*Your manager has assigned your team to complete a new parking proposal to present to management.*

Task # 1: \_\_\_\_\_

Assigned to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Task # 2: \_\_\_\_\_

Assigned to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Task # 3: \_\_\_\_\_

Assigned to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Task # 4: \_\_\_\_\_

Assigned to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Icebreaker: Related Topic

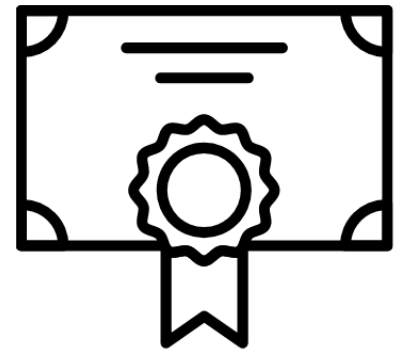
Include a short activity here that is related to the topic of the workshop. You can use the one below if you like.

1. Ask the participants at each table answer the following questions:
  - a. Why are they here?
  - b. What is their level of experience with collaborative business writing reports?
  - c. What they hope to get from this class?
  - d. What was their most memorable vacation or trip?
2. Have someone be designated a scribe and have them jot down the answers to question C above.
3. On a separate piece of paper, have the scribe write down the most interesting or exotic vacation or trip from only one table member.
4. Have the scribe hand the note with the answers to question C to you.
5. Have the scribe stand and introduce the table to the class.
6. Then have the scribe share the most interesting vacation or trip from their group.
7. Have the class guess the person that had the most interesting or exotic trip or vacation.
8. Go around to each table until all have given you their answers to question C and shared their most interesting trip or vacation.
9. Debrief by sharing all the answers to question C with the class.
10. Thank participants for sharing.

# Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

**[Name]**

*Has mastered the course  
Collaborative Business Writing*

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Presenter Name and Title

\_\_\_\_\_